

## **R&T - M**

### ***New Grantee Training Checklist***

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Grantee: \_\_\_\_\_

Date: \_\_\_\_\_

**❑ Initial meeting held:**

- Review panel summary (grantee written response)
- Review TCDD recommendations
- Revise workplan & budget (as needed)
- TCDD staff & grantee review grant requirements
  - Audit requirements
  - Evaluation of project
  - Fiscal reporting – RAR/AEE
  - Indirect Cost/Match
  - Onsite review
  - PAC requirement
  - Quarterly Program Performance Report
    - ❑ Select appropriate measurable outcome
  - Sustainability
  - TCDD grants management activities
  - TCDD required approval (signatures needed)
  - TCDD web-site – (grantee to review policy & procedures)
  - Grant Related Income Questionnaire

**❑ ‘Match Value’ Guidelines**

- PAC (Match value)
  - \$25/hour - \$75/per half day - \$150/full day
- Volunteer (Match value) – <http://www.independentsector.org/>  
\$17.19/hour (as of 2/03 federal rates)  
Mileage - \$.143
- PAC members & Consultants
  - Mileage – \$.40.5
  - Hotel - \$85
  - Meals- \$36/day
- Professional consultation reimbursed at market rate  
(Need to submit documentation of rate)

**❑ Additional Follow-up:**

- Grantee submit final revised workplan
- TCDD forward approved workplan to Grants Management Director/Technician
- Grants Technician creates Notice of Grant Award
- Director forward for appropriate signatures
- Signatures obtained – Forward NGA to grantee
- Grantee to submit Project Advisor Committee for approval
- TCDD grants management maintain contact with grantee at least quarterly